

Request for Qualifications

Environmental Consultants



The Redevelopment Agency is seeking Environmental Consultant(s) to update the programmatic Environmental Impact Reports for five project areas.

Submittal Deadline

October 13, 2006

*City of San Diego
Redevelopment Agency
600 "B" Street, Suite 400 MS 904
San Diego, California 92101*

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INTRODUCTION

The Redevelopment Agency of the City of San Diego (Agency) was created by the City Council in 1958. The Agency consists of three divisions: The City Redevelopment Division (housed in the City Planning and Community Investment Department), the Centre City Development Corporation and the Southeastern Economic Development Corporation. Although the Agency is a separate legal entity, the City Council serves as its legislative body, the Mayor serves as the Executive Director and the City Attorney serves as general counsel.

Though the Agency is comprised of three divisions, this solicitation for environmental consultant(s) will only address the needs of the City Redevelopment Division. The City Redevelopment Division has been authorized to implement the Redevelopment Plans for the Barrio Logan, City Heights, College Community, College Grove, Crossroads, Grantville, Linda Vista, Naval Training Center, North Bay, North Park, and San Ysidro Redevelopment Project Areas. This request for qualifications (RFQ) for environmental consultants will recruit consultant(s) to provide environmental consultation to update the Programmatic Environmental Impact Reports (PEIR's) for five (5) identified project areas: Barrio Logan, City Heights, College Community, North Bay, and San Ysidro. The current PEIR's for these areas are out of date and in several cases do not contain adequate detailed review in order for them to be used for individual project implementation. The updated PEIR's will cover the entire project areas and should include a higher level of detail where projects are anticipated in the near future.

SCOPE OF WORK

The selected environmental consultant(s) will be required to have available personnel who have been successful in updating PEIR's for redevelopment project areas. The PEIR document will be used for the purpose of furthering the redevelopment goals of each of the project areas. As directed by Agency staff, the consultant(s) shall perform consulting services to include, but not be limited to, the following:

Conduct a thorough review of the relevant documents for each of the project areas including but not limited to the General Plan, Community Plan, Land Development Code, zoning, ordinances or regulations (Environmentally Sensitive Lands, Brush Management, Stormwater, Historical Resources, or Planned District Ordinance), Redevelopment Plan, Facilities Financing Plan, Redevelopment Project Area Five Year Implementation Plan and Current Environmental Impact Report;

- Participate in formal and informal discussions with Agency staff regarding anticipated and proposed projects in the project area(s) for the inclusion in the PEIR;
- Update the PEIR in accordance with the California Environmental Quality Act (CEQA)
- Coordinate with City staff to conduct a public review process and circulation of the Draft PEIR. PEIRs may be modified using an amendment or supplement to the PEIR, or a separate project specific negative declaration, mitigated negative declaration or EIR tiered off of the PEIR

- Respond to public comments and update the Final PEIR for presentation to the Redevelopment Agency/City Council and certification by the City Council;
- Work with City Planning staff, Environmental Services staff, and the Coastal Commission (Barrio Logan & North Bay Project Areas) for review and approval of the PEIR.

PUBLIC DISCLOSURE

As a general rule, all documents received by the Agency are considered public records and will be made available for public inspection and copying upon request. If you consider any documents submitted with your response to be proprietary or otherwise confidential, please submit a written request for a determination of whether the documents can be withheld from public disclosure no later than ten (10) days prior to the due date of your response. If you do not obtain a determination of confidentiality prior to the submittal deadline, any documents submitted will be subject to public disclosure.

SUBMITTAL FORMAT AND CONTENT

All respondents are required to follow the format specified below. The contents of the submittal must be clear, concise, and complete. Each section of the submittal shall be tabbed according to the numbering system shown below to aid in expedient information retrieval (NOTE: Respondents shall base their submittals on the “Scope of Work”).

Submittal Cover – Include the Request for Qualification’s title and submittal due date, the name, address, fax number, and the telephone number of the principal firm.

Table of Contents – Include a complete and clear listing of headings and pages to ease reference to key information.

- I. Cover Letter – The cover letter should be brief (two pages maximum), and any changes to the format or deletions of requested materials should be explained in the cover letter. Describe how the delivery of services will be provided to the Agency, including the location of the firm’s offices and the response time to the Agency’s requests. If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function of the service. In addition, describe those conditions, constraints, or problems that are unique to the scope of work that may adversely affect either the cost or work progress; identify the team members (i.e., joint partners and subconsultants) and describe their specific roles in the overall work program; and include the title and signature of the firm’s contact person for this procurement. The signatory shall be a person with official authority to bind the company.
- II. Methods and Strategic Plan – Describe your methods and plan for carrying out the Scope of Work. Please describe any specific issues or challenges that may arise in completing the work your approach to addressing those issues.
- III. Qualifications and Experience – This section shall contain the following: A description of the team’s experience by firm in providing environmental

consulting services for public entities, specifically for redevelopment project areas and redevelopment projects . The firms' experiences in the past three (3) years specifically related to the scope of work shall be listed consecutively with the award and completion dates noted. Each listed experience shall include the corresponding names(s) and telephone numbers(s) of the firm's project manager and the client's project manager. When listing subconsultants, describe the listed experience and the exact tasks that each firm will perform.

- IV. List of Project Personnel – This list must include identification of firm's principal, the contact person with primary responsibility for this project, other project personnel, including partners and/or subconsultants, and their individual areas of responsibility. The persons listed will be considered as committed to the project. A resume for each professional and technical person assigned to the project including partners and/or subconsultants, shall be submitted. The resumes shall include at least two references from previous assignments.
- V. Organization Chart – An organization chart containing the names of all key personnel, joint venture partners, and subconsultants with titles and their specific task assignment for this project shall be provided in this section.
- VI. List of References– Minimum of five (5) relevant references.
- VII. Other Information – This section shall contain all other pertinent information regarding this procurement in the following order:
 - A. Description of insurance coverage for prime respondent and co-venture partners(s) (types of coverage and policy limits, deductible, exclusions, and outstanding claims);
 - B. Description of in-house resources for prime respondent and co-venture partner(s) (i.e., computer capabilities, software applications etc.);
 - C. Completed Equal Opportunity Contracting Program (EOCP) Consultant Requirements (Attachment 1);
- VIII. Schedule of Rates – The respondent shall provide Fees and Schedule of Hourly Rates

SUBMITTAL SCHEDULE

The solicitation, receipt and evaluation of submittals, and the selection of the provider of consultant(s) services will conform to the following schedule (Note: Dates are subject to change.)

Distribution/Advertisement	September 8, 2006
Submittal of Qualifications Deadline	October 13, 2006
Review Submittals	October 16-27, 2006
Potential Interviews	November 20-24, 2006

One original and (6) copies of the submittal shall be delivered no later than 5:00 p.m. on the Submittal of Qualifications date listed above to:

Melissa Garcia
City of San Diego Redevelopment Agency
600 B Street, Suite 400
San Diego, CA 92101
(619) 533-5265
magarcia@sandiego.gov

Copies received by FAX shall **not** be deemed received.

SUBMITTAL SELECTION PROCESS

The Agency Pre-Selection Committee will review submittals which meet the outlined requirements stated herein. The Committee will “short-list” the most qualified firms, utilizing the selection criteria listed below. In the event that an interview is required by the Selection committee, it is mandatory that a principal of the firm and the designated project manager attend.

SUBMITTAL EVALUATION CRITERIA

Submittals received by the Agency will be evaluated according to the criteria listed below:

- Conformance with the specified RFQ format;
- Organization, presentation, and content of the submittal;
- Specialized experience, technical knowledge and competence of the firm(s), (including principal firms, joint venture-partners, and subconsultants), considering types of service required; the complexity of the project; record of performance; and the strength of the key personnel who will be dedicated to the project;
- Proposed methods of overall strategic plan to accomplish the work in a timely and competent manner;
- Knowledge and experience with preparing and updating PEIR's;
- Knowledge and experience with the City's Land Development Code, Land Development Manual (including relevant guidelines) and any applicable implementing ordinances and/or regulations;
- Knowledge of California Community Redevelopment Law;
- Financial stability of the principal consultant and/or consultant team;
- Ability to meet the insurance requirements as stated in the Terms and Conditions of the RFQ unless the Agency, at its sole discretion, decides to modify or waive the insurance requirements; and

- Consultant fee structure and schedule of hourly rates.

TERMS AND CONDITIONS

Issuance of this RFQ does not commit the Agency to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. This RFQ is not intended to be a request for or authorization of consultant to provide legal services. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Redevelopment Agency.

The Agency retains the right to reject all submittals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful respondent(s). Each submittal shall be valid for not less than ninety (90) days from the date of receipt.

The firm(s) selected to perform the work described in this RFQ will be required to provide evidence of public liability and property damage insurance with limits of not less than \$1 million for injury to, or death of, one or more persons and/or property damage arising out of a single accident or occurrence insuring against all liability of the City of San Diego, Agency, selected consultant(s), its subcontractor(s), and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with the Agency. Professional liability insurance (errors and omissions) shall be provided at the sole cost and expense of the firm(s) selected, unless the requirement is modified or waived by the Agency.

The firm(s) selected shall comply with City of San Diego's Equal Opportunity Program. To assist you in this regard, please refer to the Equal Opportunity Program requirements section of this RFQ. Violations of the City's equal opportunity requirements may result in a breach of contract.

EQUAL OPPORTUNITY PROGRAM REQUIREMENTS

The City of San Diego is strongly committed to equal opportunity in solicitation of professional service consultants to assure that consultants doing business with or receiving funds from, the City are equal opportunity contractors and employers. The City encourages prime consultants to share this commitment. Prime consultants are encouraged to take positive steps to diversify and expand their subconsultant solicitation base and to offer consulting opportunities to all eligible subconsultants. Individuals, contractors, vendors, consultants, grantees, lessees, and banks contracting with the City must comply with the City's Equal Opportunity Program.

LOCAL BUSINESS AND EMPLOYMENT

The respondent acknowledges that the City seeks to promote employment and business opportunities for local residents and firms on all City contracts. The respondent will, to the extent legally possible, solicit application for employment and proposals for subcontracts for work associated with this document from local residents and firms as opportunities occur. The respondent agrees to hire qualified residents and firms whenever feasible.

CONFLICT OF INTEREST

Consultant is subject to all federal, state and local conflict of interest laws, regulations and policies applicable to public contracts and procurement practices, including but not limited to California Government Code section 1090 et seq. and section 81000 et seq., and the City of San Diego Ethics Ordinance, codified in the SDMC at sections 27.3501 to 27.3595. If Consultant violates any conflict of interest law or any provision herein, the violation shall be grounds for immediate termination of any Agreement.

If, in performing the Professional Services set forth in an Agreement, Consultant makes, or participates in, a "governmental decision" as described in title 2, section 18701(a)(2) of the California Code of Regulations, or performs the same or substantially all the same duties for the City that would otherwise be performed by a City employee holding a position specified in the department's conflict of interest code, Consultant shall be subject to a conflict of interest code requiring the completion of one or more statements of economic interests disclosing Consultant's relevant financial interests.

Statements of economic interests shall be made on Fair Political Practices Commission Form 700 and filed with the City Clerk. Consultant shall file a Form 700 (Assuming Office Statement) within thirty (30) calendar days of the City's determination that Consultant is subject to a conflict of interest code. Consultant shall also file a Form 700 (Annual Statement) on or before April 1, of each year relevant to this Agreement, disclosing any financial interests held during the previous calendar year for which Consultant was subject to a conflict of interest code.

AGENCY CONTACT

If you have any questions regarding this RFQ, please contact:

Melissa Garcia
City of San Diego Redevelopment Agency
600 B. Street, Suite 400
San Diego, CA 92101
(619) 533-5265
magarcia@sandiego.gov

or

Kimberly Gerhard
City of San Diego Redevelopment Agency
600 B. Street, Suite 400
San Diego, CA 92101
(619) 533-5369
kgerhard@sandiego.gov

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